

United States Office of Personnel Management

Rider Information

June 2002 List of Upcoming OPM Publication

Career Service and Retirement Certificates

The U.S. Office of Personnel Management is offering Career Service and Retirement Certificates for agencies use through the Government Printing Office. Intended to be used with career service and retirement emblems, the certificates will be available in two sizes: 203 x 254mm and 216 x 279mm (8" x 10" and 8 ½" x 11) to accommodate either a folder or frame, as requested by agencies.

Certificates for 5, 10, and 15 years of service will be embossed in bronze; 20- and 25-year certificates will be embossed in silver, 30-, 35-, 40-, 45-, and 50-year certificates will be gold embossed. For agencies that are unfamiliar with these certificates, a sample copy may be obtained by calling OPM's Incentive Awards Division, (202) 606-2720.

Agencies may obtain these certificates by riding OPM's printing requisitions. (Note: Each certificate has a different item number.) These certificates are not stocked by the Government Printing Office, so riding OPM's printing requisitions is the only way to obtain copies. Attached to this Rider Info is an order form which is to be submitted along with the agency's rider requisition to GPO.

In placing orders, agencies are encouraged to anticipate their needs over a 12-month period and order accordingly. The previous printing cost was \$12.50 per 50 copies.

Inquiries: *Workforce Compensation and Performance Service*
(202) 606-2720

Merit System Principles Wallet Card

The Merit System Principles Wallet Card is a credit card sized durable plastic card listing the adapted language of all nine Merit System Principles and twelve Prohibited Personnel Practices printed in two colors. This is a quick reference tool that can be used as a handout or as a mailer to promote Merit System Principles awareness. For example, agencies may find it helpful to distribute the wallet cards as part of employee orientation, Merit System Principles training, management development, and supervisory training programs. The wallet cards cost approximately \$0.50 each.

Inquiries: *Merit Systems Oversight and Effectiveness, Anita Allen* (202) 606-2820

Negotiability Determinations by The Federal Labor Relations Authority

OPM is offering this handy publication which is a reliable source of FLRA decisions on negotiability of provisions/proposals arising in the process of negotiations. It is intended to provide quick information on the negotiability rulings of the Authority sufficient to provide leads for further research into relevant cases.

This publication summarizes negotiability determinations issued by the FLRA during January 11, 1979 through December 31, 2001, it replaces the comprehensive listing for January 11, 1979 through December 31, 2000 published by OPM (OWR-43) in March 2001. The previous cost for printing was approximately \$2.50 per copy. It will consist of approximately 392 pages, printed in black ink on white offset book stock, sub. 50, size 215 x 279mm (8 1/2" x 11"), and four-color process on cast coated cover stock, sub 80.

Inquires: *Thomas Ferguson, Office of Labor and Employee Relations, (202) 606-1646.*

Ordering, Cost Estimate and Distribution Information

Departments and agencies may order the publications listed in this issue by riding the OPM printing items indicated below. Field and regional offices should submit their requirements to their department or agency Washington, DC, area headquarters printing officer before the cutoff date shown.

Agencies may estimate cost by using the current GPO price list of printing services and the information given in the description of each publication. PLEASE NOTE: OPM cannot provide agencies with the exact cost of the individual publications listed in this flyer. The cost agencies will pay is an actual production cost which varies greatly, depending upon the various specifications of the publication, especially the quantity. Individual unit cost can vary significantly, usually decreasing as the total quantity printed increases. Since we are unable to estimate the total number of copies that agencies will order accurate estimates are nearly impossible to gauge. OPM regrets this inconvenience; however,

your agency headquarters-printing officer may be able to assist you.

Some of the publications listed may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402; however, the most economical way of obtaining bulk quantities is to ride OPM's printing requisition(s). Agencies may order a bulk supply from GPO and make their own distribution to component offices or have GPO make the distribution (distribution list should be attached to the Standard Form 1 showing the number of copies to be sent to each address).

NOTE: Field or regional activities should coordinate their requirements with their Washington, DC, area headquarters printing office before submitting any paperwork. GPO will return all requisitions sent directly from field or regional offices

PLEASE NOTE: Refer to the item number and title when ordering these publications. Please substitute the item number in the requisition number space on the SF-1. The **commodity** codes in parentheses are for OPM use only.

FY 02					ID	Refer	Requisition
Item	Publication Title				Number	To	(SF-1)
No.						Edition	To GPO
						Date	By
Federal Career Services and Retirement Certificates							
1184	Career Service Certificates						
Size 8" x 10".....	(T012-00-0000014)	... (5-Yr.)	WPS-101	8/09/02
1185	(T012-00-0000015)	... (10-Yr.)	WPS-102	8/09/02
1186	(T012-00-0000016)	... (15-Yr.)	WPS-103	8/09/02
1187	(T012-00-0000017)	... (20-Yr.)	WPS-104	8/09/02
1188	(T012-00-0000018)	... (25-Yr.)	WPS-105	8/09/02
1189	(T012-00-0000019)	... (30-Yr.)	WPS-106	8/09/02
1190	(T012-00-0000020)	... (35-Yr.)	WPS-107	8/09/02
1191	(T012-00-0000021)	... (40-Yr.)	WPS-108	8/09/02
1192	(T012-00-0000022)	... (45-Yr.)	WPS-109	8/09/02
1193	(T012-00-0000023)	... (50-Yr.)	WPS-110	8/09/02
1194	Retirement Certificates...	(T012-00-0000035)	WPS-111	8/09/02
1195Size 8" x 11".....	(T012-00-0000024)	... (5-Yr.)	WPS-101A	8/09/02
1196	(T012-00-0000025)	... (10-Yr.)	WPS-102A	8/09/02
1197	(T012-00-0000026)	... (15-Yr.)	WPS-103A	8/09/02
1198	(T012-00-0000027)	... (20-Yr.)	WPS-104A	8/09/02
1199	(T012-00-0000028)	... (25-Yr.)	WPS-105A	8/09/02
1200	(T012-00-0000029)	... (30-Yr.)	WPS-106A	8/09/02
1201	(T012-00-0000030)	... (35-Yr.)	WPS-107A	8/09/02
1202	(T012-00-0000031)	... (40-Yr.)	WPS-108A	8/09/02
1203	(T012-00-0000032)	... (45-Yr.)	WPS-109A	8/09/02
1204	(T012-00-0000033)	... (50-Yr.)	WPS-110A	8/09/02
1205	Retirement Certificates...	(T012-00-0000034)	WPS-111A	8/09/02
(See Order Form Attached for Items Nos. 1184 through 1205)							
1206.	Merit System Principles Wallet Card (T012-00-0000361)				N/A	N/A	8/09/02
1207.	Negotiability Determinations by The Federal Labor Relations Authority..... (T099-12)				OWR -43	March 2001	8/09/02

Any additional information on the publications listed in this issue may be obtained from the sources listed under inquiries following each listing. If you have any questions or suggestions regarding Rider Info, please call (202) 606-1844.

Attached to SF-1

FY 2002 OPM Federal Services and Retirement Certificates

(June Rider Info. Attachment)

Please fill out the following form to order various quantities of the titles listed below and attach it to the ordering agency's SF-1, Requisition for Printing and Binding. Only one requisition number is necessary per request if this form is used. One delivery address is recommended; additional ones may be attached to this form.

Agency _____

REQ# _____ B.A.C. _____

Credit Card # _____ Exp. Date _____

<i>Item Nos.</i>	<i>Certificate Titles</i>	<i>Quantity of each</i>	
		<i>8" X 10"</i>	<i>8 ½" X 11"</i>
1184/1195	5-Year (bronze)		
1185/1196	10-Year “		
1186/1197	15-Year “		
1187/1198	20-Year (silver)		
1188/1199	25-Year “		
1189/1200	30-Year (gold)		
1190/1201	35-Year “		
1191/1202	40-Year “		
1192/1203	45-Year “		
1193/1204	50-Year “		
1194/1205	Retirement		

Deliver To: _____
